



WONDERHUB EARLY LEARNING CENTRE

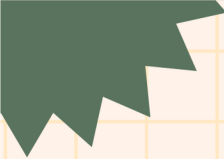
Parent Handbook

Kia ora and welcome to Wonderhub Early Learning Centre!

At Wonderhub, we believe every child is unique, capable, and full of unlimited potential. Our goal is to provide a nurturing and inspiring environment where tamariki can explore, wonder, and grow through meaningful learning experiences.

This handbook has been created to help you understand our centre's values, routines, and policies, and to make your journey with us smooth and enjoyable.

We look forward to building a strong partnership with you as we work together to support your child's learning, wellbeing, and sense of belonging.



General Information

Address - 68 Farrington Avenue, Bishopdale Phone -

Phone: 03 925 9489

Mobile 022 170 1734

Email - admin@wonderhubelc.com

Our Programme

At Wonderhub Early Learning Centre, our programme is designed to inspire curiosity, creativity, and spark imagination in every tamariki. Set in the heart of Bishopdale, we provide a nurturing and engaging environment where children can explore, play, and learn through hands-on experiences.

Our days are carefully structured to include time for exploration, outdoor play, creative arts, and group learning, while also allowing for moments of rest and individual discovery.

Each activity is tailored by ECE qualified teachers who have a genuine care towards the interests of all our tamariki, encouraging them to learn at their own pace and develop confidence, independence, and a strong sense of belonging.

Our centre provides your child with quality care and the curriculum is based on the Ministry of Education's Te Whariki. We care for children aged 0–6 years, or until they are ready to start their school learning journey.



Our centre provides healthy and nutritious food prepared and cooked on site for our tamariki.





Parent Information

At WonderhubELC, parents and whānau are an important part of our preschool community. We value open communication and collaboration, and we believe that strong partnerships between home and centre create the best outcomes for our tamariki.

Parents and whānau are encouraged to share their ideas, feedback, and perspectives to help guide our programme and decision-making. Whether it's through surveys, Storypark discussions, centre meetings, or casual kōrero with our kaiako, your voice is always welcome and valued.

Profile Folders

At Wonderhub ELC, we are excited to introduce individual profile folders for each child. These will be a special way to document and celebrate your child's learning journey with us. Each folder will include learning stories, artwork, photos, and observations that capture your child's growth, interests, and achievements over time.

Once introduced, parents and whānau will be encouraged to view their child's folder regularly and contribute by sharing comments, photos, or stories from home.

Storypark

At Wonderhub ELC, we use Storypark as an online platform to share your child's learning journey with you. Through Storypark, parents and whānau can see learning stories, photos, and updates from the centre in real time.



Fees & Charges

At Wonderhub ELC, we provide 20 hours ECE for all children 3 years and over who are not receiving 20 hours free elsewhere, with a maximum of 6 hours a day.

Under 3's

AM Sessions 9am - 1pm - \$50 P/D

PM Sessions 1pm - 5pm - \$50 P/D

Half Day 9-3/8:30-2:30/9:20-3:30 - \$59 P/D

Full Day 7 hours + - \$80 P/D

Full Week Any Hours 6+ P/D - \$375 P/W

Siblings - 10% Discount

Over 3's Using 20 ECE Hours AM Sessions x 4 8am - 1pm -
FREE

PM Sessions x5 1pm-5pm FREE

1/2 Day x5 (9-3/8:30-2:30/9:30-3:30) \$100 P/W

Full Week 50 + Hours \$215 P/W

Hourly Rate - \$9.50 P/H

Fees Include:

Nappies and Milk/Formula

High quality, and nutritious meals and snacks prepared, cooked, and served on site

*ECE Hours - Max 6 Hours Per Day,
20 Hours Per Week



Preschool

At Wonderhub ELC, we have two main areas: the Nursery Room for our youngest tamariki and the Preschool Room for children aged 3 years and over.

While children have their own dedicated spaces, we embrace a mixed-age approach, allowing siblings and friends to spend time together and learn from one another. This balance means children enjoy the benefits of age-appropriate learning in their own rooms while also experiencing social interactions and shared play across ages.

Our kaiako carefully plan activities to support both individual growth and collaborative learning, ensuring every child feels connected, challenged, and supported.



Nursery

Our Nursery Room is designed for our youngest tamariki, providing a safe, nurturing, and stimulating environment where children can explore, play, and grow at their own pace.

While the Nursery Room offers age-appropriate activities and routines, children are also welcome to spend time in the Preschool Room if they wish. This allows them to explore new experiences, play alongside older children, and begin building the skills and confidence needed for their next stage of learning. Our experienced kaiako support each child individually, encouraging curiosity, creativity, and independence, while ensuring they feel secure and confident in both their own room and the wider learning environment.





Policies, Procedures, and Consultation

The Education (Early Childhood Services) Regulations 2008, The Licensing Criteria for Early Childhood Education and Care In Centres, and a procedure you can follow if you believe we are non-compliant with the regulations in any way, can all be found displayed on the board above the sign in desk by the front door along with our centre philosophy. You can find our latest Education review Office report at www.ero.govt.nz

Our policies guide how we provide a safe, supportive, and high-quality learning environment for all tamariki. We value the input of parents and whānau and believe that working together strengthens our community and practices.

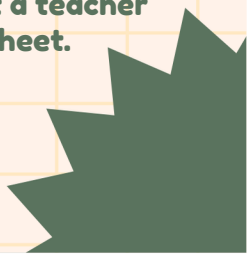
To support this, we share our policies on Storypark for monthly review. We encourage parents and whānau to read them, share their feedback, and contribute suggestions. Your insights help us ensure our policies reflect the needs of our children and families, and support the best possible learning and care at Wonderhub ELC.

The policies and procedures are located under the sign-in sheet desk in a folder labelled "Wonderhub ELC Operational Manual" We welcome parent feedback at any time. For planned reviews, we will consult with you to ensure your input is part of your child's learning journey.

General Information



Please make sure you sign your child/children in and out at the beginning and end of their day at Wonderhub ELC. If you don't see your Child's name on the sign in sheet, please let a teacher know before adding it onto the bottom of the sheet.



Health Regulations

At Wonderhub, the health, safety, and well-being of our tamariki are our top priority. We adhere to the strict standards set by the Ministry of Education and Ministry of Health New Zealand to ensure a safe and supportive environment for all children, whanau, and staff.

A list of infectious illnesses, as provided by Health New Zealand, is displayed in the foyer/office for any parent or caregiver who would like to view it. This list outlines common illnesses, symptoms, and recommended exclusion periods to help families make informed decisions about attendance. Parents are welcome to ask staff if they have any questions about the information or need guidance on how to manage illnesses at home.

- For the safety and well-being of all our tamariki, we kindly ask that children who are unwell with a contagious illness stay at home until fully recovered
- If your child develops a temperature, vomits, or has two loose bowel motions, while they are at Wonderhub ELC, the parent/emergency contacts will be called to collect their child. We will document any temperatures and records of illness for you to sign.
- We have a 48-hour stand-down period for vomiting and/or diarrhea. Children can return to preschool only once they have been symptom-free for at least 48 hours.
- Please let us know if your child has any allergies or special health, cultural, or religious requirements. This helps us provide the safest and most supportive care, with appropriate plans in place.
 - If your child requires ongoing medication, please speak to a teacher to complete a medication form.
 - If your child requires prescribed medication while they are in our care, please see a teacher to figure out the appropriate medication forms to be prescribed to your child and have correct dosage amount stated)
 - If your child experiences a serious accident or allergic reaction and we believe immediate medical attention is needed, we will contact you first and call an ambulance.
- During term 1 and 4, please apply sunscreen to your child before they arrive at preschool. Our kaiako will reapply sunscreen every four hours to ensure your child stays protected while outdoors.

Settling into our Centre

At Wonderhub Early Learning Centre, we understand that starting at a new centre is a big step for tamariki and whānau. To make this transition smooth and comfortable, we have an open-door policy where parents are always welcome to stay with their child as they settle in. We encourage a minimum of three gradual visits before a child's official start, though the number and length of visits are tailored to each child's needs.

These visits allow tamariki and parents to become familiar with the environment, routines, and educators, helping children feel safe and confident in their new setting. Settling-in visits are free of charge, and our kaiako work closely with whānau to ensure each child's transition is positive, calm, and supportive.

What will you need?

- A named drink bottle (optional) - Lots of spare clothes - Gumboots and a jacket in winter - Sunhat in summer - Anything special for sleep or comfort.

And most importantly, bring your curiosity, imagination, and a sense of adventure. We can't wait to explore, learn, and have fun together!

